

CAM Index

March 2010

DPD publishes a variety of public information documents intended to provide user-friendly information on the range of subjects you may encounter while conducting business with us. This index lists our most frequently used documents, called Client Assistance Memos (CAMs), which are divided into categories for easy reference:

- 100 series: General Information
- 200 series: Land Use Code
- 300 series: Building Code
- 400 series: Energy and Mechanical Code
- 500 series: Grading, Side Sewer and Drainage
- 600 series: Code Compliance and Rental Housing Regulations

Interdepartmental Series

- 1000 series: Seattle Public Utilities CAMs
- 2000 series: Seattle Dept. of Transportation CAMs
- 3000 series: Seattle Dept. of Neighborhoods CAMs
- 4000 series: Office of Arts & Cultural Affairs CAMs

An alphabetical listing by subject is also available on page 9. Additional DPD public information documents are listed on page 11.

CAMs are continually being revised to reflect changes in procedures, codes and regulations. Those requiring major revisions may be temporarily pulled from circulation. CAMs are available on the DPD website at www.seattle.gov/DPD/CAMs. Printed versions are available at the DPD Public Resource Center, located on the 20th floor of the Seattle Municipal Tower at 700 Fifth Ave., (206) 684-8467.

Both new and revised CAMs are announced in DPD's free monthly newsletter, *dpdINFO*. If you would like to be on the *dpdINFO* mailing list, or if you have suggestions or questions about CAMs, please call DPD Community Relations at (206) 615-1486.

NOTE: CAMs should not be used as substitutes for codes and regulations. Applicants are responsible for compliance with all code and rule requirements, whether or not they are described in a CAM.

NUMBER	TITLE	STATUS
100 Series: General Information		
100	Getting a Multifamily or Commercial Construction Permit from DPD	Up-to-date
101	Getting a Single Family Building Permit from DPD	Up-to-date
102	Getting a Small Business Use & Construction Permit from DPD	Up-to-date
103	Site Plan Requirements	Up-to-date
103A	Site Plan Guidelines	Up-to-date
103B	Environmentally Critical Area Site Plan Requirements	Up-to-date
104	Getting an OTC (Over-the-Counter) Permit	Up-to-date
105	Drop-Off Submittals	Up-to-date



NUMBER	TITLE	STATUS
106	General Standards for Plans and Drawings	Up-to-date
107	DPD Public Records	Up-to-date
108	Regulations Governing Child Care Centers	Up-to-date
110	Requesting a Code Amendment	Up-to-date
111	Construction and Development in Floodplains	Up-to-date
113	Posting Construction Conditions on Building Sites	Up-to-date
114	Establishing an Artist's Studio/Dwelling in an Existing Building	Up-to-date
116A	Establishing an Accessory Dwelling Unit	Up-to-date
116B	Establishing a Backyard Cottage (Detached Accessory Dwelling Unit)	Up-to-date
117	Parking Waivers for Accessory Dwelling Units	Up-to-date
118	Making Sure Your Commercial Project Meets Seattle's Noise Ordinance Requirements	Up-to-date
119	Regulations for Barrier-Free Accessibility	Up-to-date
120	Getting a Certificate of Occupancy	Up-to-date
121	Criteria for Consistently Prepared Applicant (CPA) Submittals	Up-to-date
122	Electric Utility Clearance Requirements	Up-to-date
123	Seattle's Tenant Relocation Assistance Ordinance	Up-to-date
124	Renewal and Re-establishment Process for Construction and Land Use Permits	Up-to-date
130	Addressing Review	Up-to-date
200 Series: Land Use Code-Related Information		
205	Street and Alley Improvement Exceptions	Up-to-date
206	Temporary Use Permits in Seattle	Up-to-date
207	Review of Greenhouse Gas Emissions (Green CAM)	Up-to-date
208	When Environmental Review Is Required in Seattle	Up-to-date
209	Master Use Permit Application Requirements for Shoreline Permits	Up-to-date
209A	Shoreline Substantial Development Exemptions Application Instructions	Up-to-date
210	Master Use Permit Requirements for Variances	Up-to-date
211A	Master Use Permit Requirements for Administrative Conditional Use (in Single Family and Multifamily Zones)	Up-to-date
211B	Master Use Permit Requirements for Administrative Conditional Use (in Residential Commercial and Commercial Zones)	Up-to-date
213A	Application Requirements for Short Subdivisions	Up-to-date
213B	Application Requirements for Lot Boundary Adjustments (see also Director's Rules 10-87, 12-87, and 13-97)	Up-to-date



NUMBER	TITLE	STATUS
217	How to Legalize a Use Not Established by Permit	Up-to-date
218	Code Interpretations	Pulled from circulation
220	Lot Coverage, Height and Yard Standards for Homes in Single Family Zones	Up-to-date
221	Single Family Side Yard Easements and Accessory Structure Agreements	Up-to-date
224A	Master Use Permit (MUP) Extensions and Renewals	Up-to-date
224B	Master Use Permit (MUP) Revisions	Up-to-date
228	Application Requirements for Rezones and Contract Rezones	Up-to-date
229	Residential Use of Vessel, House Barge or Floating Home	Up-to-date
232	How to Appeal the Granting, Conditioning or Denial of Shoreline Permits	Up-to-date
233	Sources for Property Information	Up-to-date
234	Landscaping Information	Pulled from circulation
236	Home Occupations Allowed in Residential Zones	Being Revised
238	Design Review: General Information, Application Instructions, and Submittal Requirements	Up-to-date
241	Calculating Required Parking for Commercial Projects	Pulled from Circulation
242	Tree Protection Regulations in Seattle	Up-to-date
243	Transportation Mitigation Payments: South Lake Union	Up-to-date
275	75/80 Exception to the Minimum Lot Area	New CAM in Progress
300 Series: Building Code-Related Information		
303	Applicant Responsibilities and Plan Requirements For Single Family and Two-Unit Dwelling Units	Up-to-date
303A	Common Seattle Residential Code Requirements	Up-to-date
304	Building Permit Requirements for Prefabricated Steel Buildings	Up-to-date
305	Factory-Constructed Structures for Residential and Commercial Use	Up-to-date
306	Temporary Structure Permits in Seattle	Up-to-date
309	Blanket Permits	Up-to-date
310	Standard Plans	Up-to-date
312	Decks, Fences and Arbors for Single Family Homes in Seattle	Up-to-date
313	Required Predesign Conferences for High-rise Structures and Buildings with an Atrium	Being revised
314	Seattle Building Code Requirements for Existing Buildings that Undergo Substantial Alterations	Up-to-date
316	Subject-to-Field-Inspection Permits	Up-to-date



NUMBER	TITLE	STATUS
317	Smoke Detectors in Residences and Family Day Care Homes	Up-to-date
318	Building Code Pre-design/Code Interpretation Conferences	Up-to-date
319	Getting a Grip on Handrails	Up-to-date
321	Rockeries: Prescriptive Design and Installation Standards	Up-to-date
322	Spray-Applied Foam Insulation	Up-to-date
324	Reducing Landslide and Stormwater Erosion Damage: What You Can Do	Up-to-date
325	Environmentally Critical Areas: Peat Deposits	Up-to-date
326	Environmentally Critical Areas: Fish & Wildlife Habitat	Up-to-date
327A	Environmentally Critical Areas Exemptions, Relief from Prohibition on Steep Slope Development, and Modifications to Submittal Requirements — Application Instructions and Submittal Requirements	
327B	Environmentally Critical Areas — Small Project Waivers Application Instructions and Submittal Requirements	Up-to-date
328	Environmentally Critical Areas Exceptions	Up-to-date
329	Environmentally Critical Areas Administrative Conditional Use Permit—Application Instructions and Submittal Requirements	Up-to-date
330	Environmentally Critical Areas—Yard and Setback Variance	Up-to-date
331	Environmentally Critical Areas—Tree & Vegetation Overview	Up-to-date
331A	Environmentally Critical Areas—Vegetation Restoration	Up-to-date
331B	Environmentally Critical Areas—Hazard Trees	Up-to-date
332	Code Interpretation Appeals to the Construction Codes Advisory Board	Up-to-date
333	Requirements for Verifying Contractor Registration	Up-to-date
335	Changing the Professional of Record for a Building Permit Application or Active Permit	Up-to-date
336	Sustainable Building and Reuse of Building Materials	Up-to-date
337	Demolition Permits	Up-to-date
338	Public and Private Transformer Vaults	Up-to-date
339	Emergency and Standby Power Systems	Up-to-date
340	Townhouse and Duplex Construction: Application of Different Codes	Up-to-date
341	Advanced Framing	Up-to-date
400 Series: Energy and Mechanical Code-Related Information		
403	NFRC Glazing U-factors and Solar Heat Gain Coefficient (SHGC)	Up-to-date
404	True Seven-Day Programmable Thermostats	Up-to-date



NUMBER	TITLE	STATUS
406	Outdoor Air Quality in the Puget Sound Area and Building Ventilation Implications	Up-to-date
411	Natural Ventilation	Up-to-date
414	STFI Mechanical Permits for Commercial and Multifamily Residential	Up-to-date
415	Applicant Responsibilities and Plan Requirements for Mechanical Permits	Up-to-date
416	Installation Requirements for Wood, Coal and Other Solid Fuel Burning Appliances	Up-to-date
417	Sun Chart: Determination of Solar Exposure	Up-to-date
418	Using Duct Wrap or Self-Enclosed Grease Duct Systems to Construct Fire-Resistive Shaft Enclosure Assemblies	Up-to-date
419	Commissioning for Nonresidential Mechanical and Lighting Systems	Up-to-date
420	Solar Electric Systems	Up-to-date
500 Series: Grading, Side Sewer and Drainage Information		
501	Making Sense of Seattle's Stormwater, Grading, and Drainage Control Code	Pulled from Circulation
502	Grading Regulations in Seattle	Up-to-date
503	Side Sewer Permits in Seattle	Up-to-date
504	Side Sewer As-Built Plan Requirements	Up-to-date
505	High Point Impervious Surface Calculation	Up-to-date
506	Side Sewer Permits for Temporary Dewatering on Construction Sites	Up-to-date
507	Side Sewer Permits for Build-Over Agreements	Up-to-date
508	Grading and Retaining Wall Construction Near or Adjacent to Property Lines	Up-to-date
515	Green Parking Lots	Up-to-date
520	Rainwater Harvesting for Beneficial Use (Green CAM)	Up-to-date
530	Managing Stormwater in Seattle	New CAM in Progress
531	Green Stormwater Infrastructure (GSI) on Private Property: Post Construction Soil Management	Up-to-date
532	Green Stormwater Infrastructure (GSI) on Private Property: Bioretention Cells (Rain Gardens)	Up-to-date
533	Green Stormwater Infrastructure (GSI) on Private Property: Permeable Paving Surfaces and Facilities	Up-to-date
534	Green Stormwater Infrastructure (GSI) on Private Property: Tree Planting and Retention for Flow Control Credit	Up-to-date
535	Green Stormwater Infrastructure (GSI) on Private Property: Green Roofs	Up-to-date



NUMBER	TITLE	STATUS
536	Green Stormwater Infrastructure (GSI) on Private Property: Bioretention Planters	Up-to-date
537	Detention Cistern	New CAM in Progress
600 Series: Code Compliance and Tenant Information		
601	Unsafe and Vacant Buildings: DPD's Inspection Program/ SFD's Inspection Program	Up-to-date
602	Condominium Conversion: A Guide for Tenants, Prospective Buyers, and Owners	Up-to-date
602A	Condominium Conversion: A Guide for Owners and Developers	Up-to-date
603	A Citizen's Guide to Housing and Zoning Code Compliance	Up-to-date
604	Seattle Laws On Property Owner and Tenant Rights and Responsibilities*	Up-to-date
604A	Seattle Laws Regarding Building Maintenance and Repair*	Up-to-date
605	City Regulations for Maintaining Vacant Buildings	Up-to-date
606	Illegal Dwelling Units	Up-to-date
607	Seattle's Rental Agreement Regulation Ordinance	Up-to-date
608	Regulations Affecting Buildings Unfit for Human Habitation or Other Use	Up-to-date
610	Terminating Tenancies Under the Just Cause Eviction Ordinance (to comply with Land Use Code restriction on the number of residents)	Up-to-date
611	Weed and Vegetation Enforcement	Up-to-date
612	When and How to Report a Code Violation to DPD	Up-to-date
*Translated versions of landlord/tenant information are available in nine languages—Cambodian, Chinese, Korean, Laotian, Russian, Somali, Spanish, Tagalog and Vietnamese—from the DPD Public Resource Center, located at 700 Fifth Ave., Suite 2000, (206) 684-8467, and online at www.seattle.gov/DPD/publications .		
INTERDEPARTMENTAL SERIES		
1000 Series: Seattle Public Utilities CAMs		
1101	Drainage and Wastewater: Regulation of Development	Up-to-date
1102	Sewer Submeter Program	Up-to-date
1180	Design Guidelines for Public Storm Drain Facilities	Up-to-date
1201	Water Availability Certificate	Up-to-date
1202	Water Service Application	Up-to-date
1301	Solid Waste: Information for Developers	Up-to-date
1302	Building Material Salvage and Recycling	Up-to-date
1401	SPU Survey Requirements	Up-to-date



NUMBER	TITLE	STATUS
1402	What are Survey Monuments?	Up-to-date
2000 Series: Seattle Department of Transportation CAMs		
2102	Certificate of Public Liability Property Damage Insurance	Up-to-date
2103	Resolving Right of Way Permit Disagreements	Up-to-date
2104	Understanding Your Street Use Invoice	Up-to-date
2105	What You Will Need to Apply for a Permit Online	Up-to-date
2106	Right-of-Way Improvements Manual Website	Up-to-date
2107	Holiday Construction Moratorium	Up-to-date
2108	Single Use or Annual Vehicle? How to Determine Which Permit You Need	Up-to-date
2109	Permittee Responsibilities	Up-to-date
2110	Steps to an Approved Traffic Control Plan	Up-to-date
2111	Checklist for Traffic Control Plan Submittal	Up-to-date
2112	Traffic Control Vendors	Up-to-date
2114	Temporary No Parking Signs and Easels	Up-to-date
2115	Calculating Areas and Fees for Temporary Use of the Right-of-Way	Up-to-date
2200	Street Improvement Permitting Process	Up-to-date
2201	Plan Requirements for Construction in Public Right-of-Way	Up-to-date
2202	Street Improvement Permit Closeout Procedure	Up-to-date
2203	Dedication Requirements for Construction in Public Rights-of-Way	Up-to-date
2204	Driveways and Curb Cuts	Up-to-date
2205	Interpreting Pavement Opening and Restoration/Waiving Same	Up-to-date
2206	Interdepartmental Permit Coordination for New Construction Projects	Up-to-date
2207	Skybridge Petition Checklist	Up-to-date
2208	Sidewalk Repair	Up-to-date
2209	Permitting Requirements for Street Improvements	Up-to-date
2211	Street Improvement Permitting (SIP) Design Guidance	Up-to-date
2212	Base Map and Survey Requirements for Street Improvement Plans (SIP)	Up-to-date
2213	60% Complete Street Improvement Plan (SIP) Approval	Up-to-date
2214	90% Street Improvement Plan (SIP) Intake Appointment and 90% Complete SIP Acceptance Processes	Up-to-date
2215	Permeable Pavement in the Right of Way	
2300	Street Tree Planting Procedures	Up-to-date
2301	Guidelines for Affixing Ornamental Lighting	Up-to-date
2302	Tree Pruning or Removal Permits Request Information	Up-to-date
2304	Planting Strip Landscaping and Paving Rules	Up-to-date



NUMBER	TITLE	STATUS
2305	Gardening in Planting Strips	Up-to-date
2500	Street Use Permits for Special Activities	Up-to-date
2501	Street and Stadium Vending	Up-to-date
2502	Neighborhood Block Party Permits	Up-to-date
2503	Sidewalk Cafe Permits	Up-to-date
2600	Utility Permit Types and Application Process	Up-to-date
2601	Pavement Restoration for Utility Service Connections	Up-to-date
2602	Becoming a Registered Pavement Restoration Contractor	Up-to-date
3000 Series: Seattle Department of Neighborhoods CAM		
3000	Historic Preservation and SEPA Review	Up-to-date
4000 Series: Seattle Mayor's Office of Arts & Cultural Affairs CAM		
4000	Art Space: Important Topics for Buying or Leasing a Space	Up-to-date



SUBJECT INDEX

Subject	CAM #
Accessibility	102, 119, 319
Accessory Dwelling Unit (ADU)	
- Establishing New	116A, 116B
- Parking Waivers	117
Accommodation	
- Reasonable	239
- Special	239
Administrative Conditional Use	211A, 211B
Air Quality, Outdoor	406
Appeals	
- to Construction Codes Advisory Board	332
- Environmental	208, 314
Applicant Responsibilities and Plan Requirements	103, 103B, 103B, 104, 120, 121, 209, 209A, 211A, 211B, 213A, 213B, 228, 303, 415, 504
Arbors, Decks, and Fences	220, 312
Artist's Studio/Dwelling	114
Bed and Breakfast	236
Bioretention	
- Cells	532
- Planters	536
Building Repair	104, 123
Code	
- Amendment	110
- Building	104, 120, <i>see also</i> 300 series CAMs
- Compliance	123, 600 series CAMs
- Energy and Mechanical	122, <i>see also</i> 400 series CAMs
- Housing	600 series CAMs
- Interpretation Conferences	318, 332
- Land Use and Zoning	200 series CAMs
- Violations	600 series CAMs

Subject	CAM #
Commercial Projects	100, 118, 120, 208, 241, 419
Commissioning	419
Condominium Conversion	602, 602A
Conference - for Highrise Structures and Buildings with an Atrium	313
Construction Conditions	243, 506, 508, 515, 113, 120
Contractor Registration	333
Day Cares	108, 317
Decks, Fences and Arbors	220, 312
Demolition	337
Design Review	238
Drainage	303A, 324, 503, 506, 507, 515
Drop-off Submittals	105
Duplex	303, 340
Easement	221
Elevation	303
Energy Code	122, 400 series CAMs
Enforcement and Inspections	217, 305, 321, 600 series CAMs
Environmental	
- Checklist	208, 303
- Review Process (SEPA)	208, 209A
Environmentally Critical Areas (ECAs)	103B, 326, 327A, 327B, 328, 329, 330, 331, 331A, 331B
- Conditional Use	329
- Exceptions and Exemptions	209A, 327A, 327B, 328
- Short Plat	213A
- Yard and Setback Variance	330
Erosion	324
Factory Constructed Structures	305
Fences, Arbors and Decks	220, 312
Floating Homes	229
Flow Control Credit	534



Subject	CAM #
Framing, Advanced	341
Fuel Burning Appliances	416
Glazing U-Factors	303, 303A, 316, 403, 412
Grading Regulations	502, 503, 506, 508, 515
Green Building	207, 341, 411, 420, 520
Green Roofs	535
Green Stormwater Infrastructure	531, 532, 533, 534, 535, 536
Handrails	303A, 319
Height Allowed for Homes	220
Home Occupations	108, 114, 317
House Barge	229
Housing and Zoning Code Compliance	123, 603, 604A, 605, 608, 116A, B
Illegal Dwelling Units	606
Landlord	123, 317, 604, 604A, 607, 610
Landscaping	321, 331
Landslides	324
Land Use	see all 200 series CAMs
Legalizing a Use	217, 606
Lot Boundary Adjustments	213B
Lot Coverage and Yard Standards	220
Maps	
- Topographic	210, 211A, 303
- Vicinity	210, 211A
Master Use Permits (MUPs)	209, 210, 211A, 211B, 224A, 224B, 239, 303
- Extensions and Renewals	224A
- Revisions	224B
Mechanical Permits	104, 338, 414, 415
Multifamily Projects - Environmental Review	208
Noise Ordinance	118, 415
Occupancy	102, 120, 303A, 314
Parking Requirements	102, 117, 241

Subject	CAM #
Permeable Pavement Surfaces and Facilities	533
Permits	
- Blanket	309
- Demolition	337
- Mechanical, Side Sewer and Over-the-Counter	104, 121, 503, 504, 506
- Renewal or Re-establish	124
- Single Family Dwellings	101
- Small Business	102
- Subject-to-Field Inspection	102, 306, 316, 414, 415
- Temporary Structure	306
- Temporary Use	206
- Tree and Vegetation Removal	242, 331, 331A, 331B
Plan review	306
Plans	
- and Drawings	102, 103, 103A, 106, 303, 310, 415
- Elevation	208, 210, 211A, 211B, 220, 303, 316
- Floor	102, 210, 211A, 211B, 303, 316
- Key	102
- Landscaping	208, 210, 211A, 211B
- Site (Plot)	102, 103, 103A, 208, 210, 211A, 211B, 303, 316
- Side Sewer	504
Posting Construction Conditions Placard	113, 120
Predesign Conferences	313, 318
Prefab Steel Buildings	304
Professional of Record	335
Property Information	107, 120, 233
Property Owner and Tenant Rights and Responsibilities	123, 602, 602A, 604, 604A, 610
Public Records	107
Rain Gardens	532
Rainwater Harvesting	520



Subject	CAM #
Rental Agreement Regulation Ordinance	607
Residential Parking Zone	117
Retaining Walls	502, 508
Rezoning and Contract Rezoning	228
Rockeries (Design Standards)	321
Seattle Building Code	
- Amendments	110
- Alterations	314
- Interpretation Conferences	318, 332
- Violations	612
Shoreline Permits	209, 209A, 232
Short Subdivisions	213A
Sidewalk Cafes	
Single Family Dwellings	101, 208, 220, 221, 239, 303, 303A, 312, 329, 420
Site Plans	103, 103A, 103B, 504
Small Business	102
Smoke Detectors	104, 317
Soil Management	531
Solar Exposure	417, 420
Spray-Applied Foam Insulation	322
Stormwater	502, 503, 505, 515, 531, 532, 533, 534, 535, 536
Subject-to-Field-Inspection Permits	101, 102, 306, 316, 414, 415
Sun Chart	417
Survey	213A, 213B
Sustainable Building	336, 515
Tenants	
- Just Cause Eviction	123, 610
- Rights and Responsibilities	123, 317, 602, 604, 604A, 607, 610
Thermostats	404
Transformer Vaults	338
Trees and Vegetation	242, 331, 331A, 331B, 611
- Planting	534
Unfit for Human Habitation	608
Unsafe and Vacant Buildings	601, 605

Subject	CAM #
Use	
- Establishing a Use	102, 120, 217
- Legalizing a Use	217, 606
- Temporary	206
Variances	210
Vegetation	331, 331A, 611
Ventilation	303A, 406, 411
Weeds	611
Wood Stoves	104, 416

Additional Publications

For online access to additional DPD publications, go to www.seattle.gov/DPD and follow the instructions below:

Application Forms - click on "Publications," then on "Forms."

Codes - click on "Codes."

Design Review Guidelines - click on "Publications," then on "Design Review."

Director's Rules - click on "Codes," then on "DPD Director's Rules."

dpdINFO, a monthly newsletter - click on "Publications," then on "dpdINFO."

Fee Information - scroll down to the "Quick Links" and click on "Fees."

Landlord/Tenant Information - click on "Publications," then on "Landlord/Tenant."

Land Use Information Service - at the left, under "DPD Services," click on "Land Use Review."

Zoning Charts for Single Family, Multifamily, Commercial and Industrial Zones - click on "Publications," then on "Zoning Charts."

Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Publications" and "Codes" pages of our website at www.seattle.gov/dpd. Paper copies of these documents, as well as additional regulations, are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

